



RETURN TO CENTRAL FILES
MASTER DIRECTIVE FILES
UNITED STATES MARINE CORPS

III MARINE EXPEDITIONARY FORCE, FMF
FPO SAN FRANCISCO, CA 96606-8400

ForO 7040.1

7

1 Jun 90

FORCE ORDER 7040.1

From: Commanding General
To: Distribution List

Subj: TEMPORARY ADDITIONAL DUTY MANAGEMENT PROCEDURES FOR THE III
MARINE EXPEDITIONARY FORCE COMMAND ELEMENT

Ref: (a) NavCompt Manual, Vols II, III, IV
(b) MCO P1000.6E
(c) MCO P4650.37B
(d) FMFPacO P7000.1J

Encl: (1) General Information on Temporary Additional Duty Orders
(2) TAD Travel Arrangements
(3) Procedures for Providing III Marine Expeditionary Force
Appropriation Data to Subordinate Commands and External
Agencies
(4) TAD Request/Liquidation Procedures
(5) TAD Traveler Responsibilities
(6) Cost Center Responsibilities

Reports Required: I. OTA Listings (Report Symbol MEF-1320-1)
Enclosure (6) par 1g.

1. Purpose. To publish instructions for managing our limited
Temporary Additional Duty (TAD) funds as directed by paragraph
032106 of reference (a). References (b) through (d) will be used
for TAD management as appropriate.

2. Cancellation. ForO 4650.7540

3. Background. Paragraph 4152 of reference (b) identifies TAD as one
journey away from an individual's duty station in the performance of
prescribed duties at one or more places and direct return to the
starting point upon completion of duties.

4. General. TAD will only be authorized in order to conduct
business directly related to mission achievement and which can not
be effectively accomplished by telephone or correspondence. The
benefit to III Marine Expeditionary Force (MEF) must justify the
fund spent for TAD travel.

5. Policy. Personnel ordered TAD by delegated authority must be
reimbursed for billeting, meals, transportation and incidental
expenses incurred during TAD. However, personnel authorizing,
directing or reviewing TAD must establish and enforce controls to
reduce TAD costs. Approving and reviewing authorities must also
ensure that expenses are limited to the amount necessary to
accomplish the purpose the TAD travel.

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6. Action. The Assistant Chief of Staff, G-3 is the Fund Administrator for Cost Center 41, which deals with exercise-related TAD. The Adjutant is the Fund Administrator for Cost Center 39, which deals with administrative TAD. Fund Administrators will:

- a. Ensure that all TAD orders are appropriately screened: travel must be necessary and beneficial to III MEF.
- b. Establish and maintain accountability for all TAD orders.
- c. Ensure TAD cost centers are not over-obligated.
- d. Ensure all travelers submit a completed travel claim to the disbursing officer within three working days of return from TAD.
- e. Ensure individuals are not transferred if they have an outstanding travel advance/outstanding travel orders (OTA/OTO's).



H. F. GOTARD
Chief of Staff

DISTRIBUTION: LIST I

GENERAL INFORMATION ON TEMPORARY ADDITIONAL DUTY ORDERS

1. Estimating Cost of TAD. Fund Administrators will ensure a realistic cost estimate is obligated for each set of TAD orders.

2. Types of TAD Orders

a. Directed TAD Orders. Most TAD orders issued within the III MEF Command Element are "directed" in that the traveler is ordered to perform duty away from his/her permanent duty station. Directed TAD orders will cite appropriate data to cover the cost to the traveler for transportation, meals, billeting and incidental expenses anticipated while TAD.

b. Repeat Travel Orders. Repeat travel orders are issued quarterly for the WestPac area for the following members of the III MEF Command Element:

- (1) Commanding General
- (2) Chief of Staff
- (3) Sergeant Major
- (4) Staff Judge Advocate
- (5) Commanding General's Aides
- (6) Commanding General's Driver

c. Permissive Travel Orders. As per reference (b), permissive TAD orders are issued to permit a Marine to travel, rather than directing the travel. Permissive TAD orders have no specific requirements regarding performance of duty and do not provide for reimbursement. Permissive TAD is limited by the restrictions in paragraph 40107 of reference (c).

d. Emergency Leave. Members and command-sponsored dependents authorized emergency leave involving travel to the United States will be issued TAD orders by the Adjutant so that government air transportation (MAC Air) may be furnished on a space-required basis.

e. Special Leave for Overseas Tour Extensions by Enlisted Personnel. Enlisted personnel may elect 15 days of rest and relaxation leave and round trip transportation to CONUS for extending their overseas tour by 12 or more months. The Adjutant will fund their transportation. Requests for travel orders for transportation should be submitted, via the chain of command, to the Adjutant no later than 30 days before the desired departure date. Per diem is not authorized under this program.

f. Medical Travel. The Naval Regional Medical Center is responsible for round trip transportation for patients (both military

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and dependents), and non-medical attendants, being transferred from USNH care to another medical facility as inpatients. The III MEF Command Element is responsible for round trip travel of patients (both military and dependents), and non-medical attendants, not admitted locally, but referred to another medical facility as outpatients. In all cases, per diem will be authorized to cover lodging and meals, not to exceed the per diem rate for that locale.

g. Student Dependent Travel. As per paragraph U5243 of JFTR, a member is authorized transportation or reimbursement for one round trip annually for the member's unmarried dependent child who is under 23 years of age and who is or will be attending a school in the United States, Alaska, or Hawaii for the purpose of obtaining a secondary or undergraduate college education. Transportation or reimbursement is authorized for travel from the member's overseas duty station to the point of entry into the United States.

(1) Reimbursement is not allowed for transoceanic travel by ship performed at personal expense when service by Military Airlift Command (MAC) is available, unless travel by aircraft is medically not allowed.

(2) When government transportation and government-procured transportation are not available, reimbursement is authorized for the cost of dependent transportation not to exceed the least costly available scheduled air service over the direct route between origin and destination.

(3) Requests for student travel orders must be submitted to the Adjutant no later than 30 days before the desired departure date.

ENCLOSURE (1)

TAD TRAVEL ARRANGEMENTS

1. TAD Travel Arrangements. The mode of TAD travel should be based upon distance, time and cost considerations.

a. Air Transportation

(1) Government air should be used whenever possible.

(2) If government air is not available or is impractical due to time constraints, then MAC should be used. Reservations should be made at the MAC terminal 19 days prior to the date of departure.

(3) Commercial air, when necessary, should be contracted by a government transportation request (GTR). Travelers should make reservations far enough in advance to take advantage of fare discounts. All travel reservations must be made for coach fare. In the event commercial air is utilized, the traveler must obtain a nonavailability of government/MAC air endorsement from the MAC terminal.

b. Ground Transportation. The decision to use ground transportation should be made considering the distance to TAD location, number of activities to be visited, time and cost. Government transportation should be requested by the traveler prior to arriving at the TAD destination in order to preclude taxi or rental car expense.

(1) Rental Car. The use of a rental car is not authorized when government transportation is available. A rental car may be authorized when more than one destination, less than 100 miles distant, is scheduled to be visited, or when a rental car is essential to accomplish the purpose of TAD. Justification for a rental car must be provided in a statement on the TAD request. Rental cars should be chosen based upon the lowest cost commercial vehicle, considering daily mileage rates, available discounts and drop-off charges. Under no circumstances may a traveler, once TAD, arbitrarily decide to rent a car because the traveler feels that it is cost effective for the government. In such a situation, the traveler must obtain approval from the order writing activity before obtaining a rental car.

(2) Privately Owned Conveyance (POC). Travelers may not be directed to travel POC in order to conduct TAD unless such travel is both agreeable to the traveler and advantageous to the government as per Volume 1 of the JTR and reference (b). The presence of at least one of the following conditions will be the criteria for claiming an advantage to the government:

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1 Non-availability of government conveyance.

2 Available government conveyance would not provide adequate transportation.

3 POC travel is the most cost-advantageous travel alternative for the government.

ENCLOSURE (2)

PROCEDURES FOR PROVIDING III MEF APPROPRIATION DATA
TO SUBORDINATE COMMANDS AND EXTERNAL AGENCIES

1. III MEF budgets for and funds TAD by members of subordinate commands and external agencies when they represent III MEF or are in support of the III MEF Command Element.

2. Because TAD funding involves large sums and requires complex bookkeeping, involves numerous agencies, and comes under close scrutiny of Congress, the following procedures must be adhered to. Failure to follow these procedures in the past has led to money being obligated but not spent for TAD; money which would otherwise have been available for vital functions.

a. Subordinate commands and external agencies desiring to use III MEF appropriation data will submit a TAD request to the appropriate Fund Administrator. The request must include the following:

- (1) Names, ranks, and social security numbers of individuals going TAD.
- (2) Dates of TAD.
- (3) Mode of transportation.
- (4) Statement of probable availability of government quarters and messing, to include whether or not field/shipboard duty is intended.
- (5) Purpose of TAD.
- (6) Reference to message, letter of instruction, order, etc., which stated III MEF would fund TAD.
- (7) If the individual is replacing someone for whom appropriation data has already been provided, provide the name of the individual being replaced and the reason.

b. Requests for TAD funding may be submitted by message, telecopy, letter, memorandum, or any other document which provides the necessary information. The use of local TAD request forms is encouraged because it eliminates unnecessary administrative processing by the headquarters requesting the TAD funding. The request should be submitted at least five working days before the data is needed by the requesting command.

c. Upon receipt by III MEF, the request will be handled as follows:

- (1) A cost estimate sheet will be prepared by either the

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Assistant Chief of Staff, G-3 if associated with an exercise, or by the Adjutant if administrative TAD. If TAD is unfunded it will be forwarded to the appropriate section for approval for the use of their funds.

(2) The III MEF Chief of Staff or the Assistant Chief of Staff, G-3 as appropriate, approves or disapproves the TAD request.

(3) If disapproved, the request is returned to the requesting headquarters.

(4) If approved, the Fund Administrator releases a message containing the appropriate data (Appendix A of this enclosure). All messages authorizing the use of III MEF funds will state rent-a-car not authorized, unless otherwise directed.

(5) The subordinate command or external agency which requested the data will provide two copies of the orders to the Fund Administrator within ten working days of receipt of the message. If an advance is drawn, a copy of the travel advance claim must be submitted to the Fund Administrator within ten days.

(6) The subordinate command or external agency requesting the data is required to provide two copies of completed (paid) travel claims to this Headquarters within 30 days of the member completing travel.

ENCLOSURE (3)

MESSAGE CONTAINING APPROPRIATION DATA

UNCLASSIFIED

01 02

RR

UUUU

ADMIN

CG III MEF//ADJ//

MARLNO SUBIC BAY RP

UNCLAS //NO1320//

MSGID/RR/III MEF TAD//

REF/A/TEL/SUBIC BAY/900108//

RMKS/SUBJ: TADO CASE OF (INDIVIDUAL(S) CONCERN

1. THE FOL APPN DATA IS SUB FOR SUBJ(S) TO ATTEND (PURPOSE OF TAD)
FROM (DATES) AS PER THE REF(IF ANY):

A. DATA: 17*1106-2720 000 67438 D 067436 2D 00(TON#)
BF*39050005ADE.

B. TON: ----

C. CIC: 6/*/6703/5/0000(TON#)

D. EST COST: PD \$--- TVL \$--- MISC \$--- EST TOTAL \$---

2. GOVT QTRS AND MESSING IS DIR. (IF STATED) RENTAL CAR NOT AUTH
(IF NOTED). TAXI/BUS/COMM RAIL AUTH (IF NOTED).

3. UTILIZATION OF GOVT AIR IS DIRECTED IF AVAIL, IF NOT TVL VIA MAC
AIR PRIORITY II IS AUTH. (IF NOTED)

4. YOU ARE DIR TO FILE A TVL CLAIM WITHIN THREE (3) WORKING DAYS FOR
THE COMPL OF TVL, AND FORWARD A COPY OF THE COMPL YOU TO THE CG, III
MEF (ATTN: MEF ADJ).

5. FORWARDED TWO (2) COPIES OF TADO ISSUED TO THE CG, III MEF ADJ
FOR PROPER OBLICATIONS OF FUNDS.//

CLOSTEXT/POC THIS CE IS SGT JACKSON, AVN 622-7762.//

UNCLASSIFIED

Appendix A to
ENCLOSURE (3)

3-A-1

TAD REQUEST AND LIQUIDATION PROCEDURES

The following sequential events and instructions are provided for all personnel attached to III MEF or for personnel using III MEF funding data for TAD trips:

STEP 1. Section/individual is tasked with requirement by competent authority.

STEP 2. Section/individual fills out the TAD request form completely (Appendix A to this enclosure). In doing so, the following must be considered:

a. Travel Management Office (TMO). TMO requires all TAD travel requests be submitted 19 days prior to travel to allow time for TMO to coordinate with MAC. This allows coordination of TAD with Permanent Change of Station and emergency leave travel requirements, both of which have a higher flight priority than routine TAD. Additionally, for each late TAD flight request that TMO receives, TMO sends a "TAD Travel Request Quality Surveillance Program" Navgram to the III MEF Command Element detailing the MAC Terminal Travel Policies. In these cases the Fund Administrator will notify the traveler via the section/unit by using Appendix B of this enclosure.

b. Central Travel Office (CTO). CTO requires 10 working days to process an advance per diem request.

c. Area Clearance Requests. Area clearance requests require a lead time of at least 20 calendar days prior to the first day of scheduled TAD. (This involves most trips to countries other than Japan or CONUS).

Bottom Line: The TAD request must be turned into the Fund Administrator 25 days prior to the first day of TAD to comply with the 19 day requirement from TMO. If an area clearance is required, submit an area clearance request (Appendix C to this enclosure) with the TAD request.

STEP 3. The TAD request must be dated and signed by the individual requesting TAD and by the approving authority within that section or unit. The approving authority should determine whether or not the requested trip is funded within the section's or unit's allocation. If the TAD is an unfunded requirement, the approving authority must decide whether to cancel a funded trip if additional funds are not available.

STEP 4. The Fund Administrator, upon receipt of a TAD request, will take the following action:

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(1) Ensure the request is complete. Incomplete TAD requests will be returned to the originator.

(2) When III MEF will be funding the TAD but personnel are from another command, the Fund Administrator will not issue the actual TAD orders or request an area clearance, but will provide funding data via message or letter to the appropriate command. In these instances, the individual's command will be responsible for requests for area clearance.

(3) Submit request to the III MEF Chief of Staff for administrative TAD or the Assistant Chief of Staff, G-3 for exercise TAD for approval.

(4) Request that the Adjutant prepare the TAD orders and request an area clearance.

(5) Upon completing the orders, the Fund Administrator will make following distribution:

(a) If the TAD request form indicated "advance required", the Adjutant will forward the original orders to CTO for advance payment of per diem only. CTO will cut a check only if the advance will be \$50.00 or more. The Adjutant will provide the requesting section with three copies of the orders in order for the section or traveler to make flight arrangements. The Fund Administrator will notify the section or unit when advances are received from CTO. Normally, CTO will not release the advance until three working days prior to the traveler's date of departure.

(b) If the request does not require an advance, the original orders can be picked-up and signed for from the Fund Administrator by the TAD Point of Contact from the traveler's section or unit.

(6) The Adjutant Section is not responsible for ensuring that the individual has flight arrangements. It is the responsibility of the traveler or section to make flight arrangements with the Marine Liaison located at the MAC Terminal, Kadena, AB.

STEP 5. In the case of modifications or cancelled TAD trips, the TAD Point of Contact from the section or unit must return a copy of the original orders and correspondence requesting appropriate action to modify or cancel the TAD orders.

STEP 6. Prior to departing on TAD, the traveler is required to read and understand all provisions and requirements contained in the TAD orders, especially the items contained in Block 20.

STEP 7. The traveler, while TAD, must collect receipts and keep records of the travel itinerary (i.e. reporting/detaching endorsements, non-availability/availability endorsements, hotel

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receipts, commercial transportation costs, rental car receipts, gas receipts, and times and places of arrival and departure, and modes of travel).

STEP 8. Within three working days after completing TAD, the traveler is required to submit a travel voucher (DD Form 1351-2(2C)) to the section or unit TAD Point of Contact. The TAD Point of Contact will submit the TAD claim to the Fund Administrator for submission to CTO. The voucher package should include original orders, endorsements, and receipts plus 3 copies of everything. If copies, are not provided, the voucher will be returned by the Fund Administrator to the section or unit for appropriate action. There is a possibility that pay could be checked if a claim is not submitted after notification.

STEP 9. The Fund Administrator will notify the section or unit when a travel claim is settled or receives a discrepancy notice (DN). Collection notices and settlement checks can be picked up and signed for from the Fund Administrator by the section TAD Point of Contact.

ENCLOSURE (4)

TAD REQUEST FORM

ACTION OFFICER/ACTUAL ACTION:
____ APPROVED _____ DISAPPROVED
SIGNATURE AND DATE _____

DATE RECEIVED/ADJ SECTION _____
DATE OUT/ADJ'S INITIALS _____

CHIEF OF STAFF ACTION:
____ APPROVED _____ DISAPPROVED
SIGNATURE AND DATE _____

From: _____
To: Adjutant, III MEF (TAD ORDER WRITING SECTION)
Via: Chief of Staff, III MEF

Subj: TEMPORARY ADDITIONAL DUTY ORDERS/AUTHORIZATION REQUEST

1. It is requested that TADO be issued to the following personnel:

<u>GRADE</u>	<u>NAME (Last, First, MI)</u>	<u>SSN/MOS</u>	<u>RTD</u>	<u>ORG</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Proceed on or about: _____ Destination: _____

3. Arrive NLT Date: _____ Return Date: _____

4. Itinerary (List location of TAD Site(s) and number of days at each site).

5. Purpose of TAD: _____
Reference Authorizing TAD: _____ (MUST BE ATTACHED TO REQUEST)
Funded or Unfunded: _____

6. Report to: _____ Non-Reporting: _____ Reporting: _____

7. Government quarters available: Yes: _____ No: _____
Are government quarters CONFIRMED?: Yes: _____ No: _____
Messing available: Yes: _____ No: _____

(IF UTILIZATION OF GOVERNMENT QUARTERS/MESSING IS DIRECTED BUT IS NOT AVAILABLE AT TAD SITE(S) OBTAIN ENDORSEMENTS OF NONAVAILABILITY).

8. While performing this duty, utilization of government quarters and messing is not required as it is considered such utilization would adversely affect the performance of this duty. Noted: Explain how it would affect the performance of the assigned mission _____.

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9. Field duty involved: Yes: ____ No: ____ Partial: ____ Number of Days ____
10. Registration Fee(s): Yes: ____ No: ____ Amount: ____
11. Rental Car required: Yes: ____ No: ____ For Whom: ____
12. Mode of Transportation: Gov't Air: ____ MAC Air: ____ POV: ____
Comm Air by GTR: ____ Gov't Vehicle: ____ Gov't Vessel: ____
Comm Rail/Taxi: ____ Other: ____
13. Special Instructions: (Travel in Utilities; POV in and around TAD Site;
Excess Baggage, etc.): ____
14. Weapon Carried: Yes: ____ No: ____ Type: ____ Serial No.: ____
15. Area Clearance Required: Yes: ____ No: ____
16. Classified Material: Yes: ____ No: ____
Highest Classification: ____
For Whom: ____ Security Clnr/Basis/Data/Agency: ____
(Travel via Commercial Aircraft requires FMFPAC approval IAW OPNAVINST 5510.1G,
Chapter 16-5) G-2 Approval: ____
17. Leave desired: YES: ____ No: ____
Number of Days Before: ____ Number of Days After: ____
Leave Address: ____
Telephone Number (Area Code): ____
18. Advance Required: Yes: ____ No: ____
19. Point of Contact: ____ Phone: ____ Section: ____
20. Section Budget Officer: ____ Line Number: ____ Section: ____

FOR CANCELLATIONS OR MODIFICATIONS:

Cancellation ____ Modification ____ . Indicate reason/justification
for the cancellation/modification and attach a copy of the original orders:

Signature/Section: ____

REMARKS:

Appendix A to
ENCLOSURE (4)

QUALITY SURVEILLANCE LETTER



UNITED STATES MARINE CORPS

III MARINE EXPEDITIONARY FORCE, PFP
FPO SAN FRANCISCO, CA 94306-5400

IN REPLY REFER TO
4650
7

From: Commanding General, III Marine Expeditionary Force
To:
Via:

Subj: TAD TRAVEL REQUEST QUALITY SURVEILLANCE PROGRAM

Ref: (a) MCO 4650.30K
(b) BO 4650.5E
(c) CG MCB Camp Butler's NAVGRAM of (NOTAL)

1. Reference (a) and (b) contain guidelines for the submission of TAD travel requests. The Marine Liaison Officer, MAC Terminal Kadena requires TAD travel requests to be submitted 19 days prior to the day of departure.

2. Reference (c) identified the following violation of the subject policy:

<u>ORDERS DATED</u>	<u>DATE RECEIVED</u>	<u>DATE DEPARTED</u>
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3. The Marine Liaison Officer realizes the occurrence of "short fuse" travel requests; however, TAD travel competes with PCS and Emergency Leave travel, both of which have higher priority aboard MAC Flights. It is imperative that TAD travel requests be submitted in the most expeditious manner available.

S. S. SANTIFORT
By direction

Appendix B to
ENCLOSURE (4)

4-B-1

TRAVEL CLEARANCE INFORMATION

- 1.** _____
(NAME/RANK/TITLE/ORGANIZATION/SECURITY CLEARANCE)
- 2.** Proposed itinerary, including commands, units (including POC), to be visited, dates of visit, ETA, ETD and carrier.

- 3.** Purpose of visit: _____
- 4.** State whether:
a. Meeting with foreign government officials, industrial reps, or U.S. Embassy personnel _____
b. Disclosure of classified information: _____
- 5.** Extent to which purpose of the visit can be made public.

- 6.** Local support desired (hotel accommodations, transportation, briefings, onward booking, classified courier requirements, security guards for aircraft, etc.) _____

_____ (if none, so state)
- 7.** If this is a late submission, give details as to why _____

- 8.** Name and telephone number of a POC at the requesting activity:

NOTE: KOREA AND PHILIPPINES REQUIRES 30 DAYS TO PROCESS TRAVEL CLEARANCES

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TAD TRAVELER RESPONSIBILITIES

1. TAD Request. The traveler is responsible for making the initial request to his/her unit or section TAD Point of Contact immediately upon becoming aware of a TAD travel requirement.

2. General. The traveler must read his/her orders before departing on TAD. It is the traveler's responsibility to know what he/she rates or must do to comply with the orders. Reimbursement is dependent on what is allowed and required by the orders. For example, if the orders direct travel by government transportation or government procured transportation (GTR), then the traveler cannot be paid travel allowances if the traveler procures transportation at his/her own expense. If the traveler cannot comply with the orders as issued he or she should immediately request that the issuing authority modify the orders.

3. Advances

a. The central Travel Office (CTO) requires requests for advances be submitted 10 working days prior to the day of departure.

b. TAD advances may not be paid earlier than three working days prior to date of departure. CTO will prepare a check and forward it to the Fund Administrator or will hold it at CTO for the traveler pick-up.

c. Advances are limited by regulation to 80% of the estimated per diem and miscellaneous expenses. Advances are authorized if estimated costs are more than \$50.00. In cases of financial hardship a 100% advance may be authorized.

4. Filing of Travel Claim. As per reference (c) travelers are required to submit an original and three copies of the original orders, a travel claim and applicable supporting documentation to the Fund Administrator within three working days after returning from TAD. Additionally, it is very important that travelers retain copies of their travel orders, travel claim submissions and travel settlements. Not only will this enable the traveler to resubmit in case the original is lost, but it will also protect travelers against possible erroneous pay checkages.

a. Lost TAD Orders and Lost Amending Orders. If the original orders are lost, the traveler shall prepare and sign the following statement which will be submitted with the travel claim:

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"I certify that my original orders have been lost or destroyed. I understand that if they are found I will make no further claim with the Government."

Signature of Claimant

b. Endorsements. The traveler is responsible for obtaining all required endorsements pertaining to attachment, quarters/messing availability, and transportation.

(1) Quarters and Messing Endorsements

a. If the TAD order states that government quarters and messing is not required as it would adversely affect the mission, the traveler is not required to obtain an endorsement. The traveler is required to show the number of government meals and/or open mess meals used. (See Appendix A, block #14).

b. If the TAD orders direct the use of government quarters and/or messing, the traveler must obtain an endorsement from the TAD site. If the traveler does not obtain an endorsement, CTO will assume that government quarters and messing were available and will make payment based on that.

c. If the traveler went TAD to an Air Force Base, an endorsement is not required. The Air Force publishes an order concerning the availability of quarters and messing at all Air Force Bases. CTO will make payment based on that publication.

(2) Reporting and Detaching Endorsements

a. Reporting Orders. Reporting orders direct the traveler to report to an activity. The traveler must obtain a reporting and detaching endorsement from the TAD site.

b. Non-reporting Orders. Non-reporting orders do not require the traveler to report in at the TAD site. In this case, a reporting and detaching endorsement is not required. (Note: Non-reporting orders do not eliminate the requirement to obtain quarters and messing endorsements if the orders direct their use.)

(3) Field Duty Endorsements. Endorsements are required when TAD involves field duty. The endorsement is obtained from the

TAD point(s), and must show dates and times traveler was in the field. The traveler must obtain an endorsement from the TAD point whenever the orders mention field duty. This applies even if the traveler does not perform field duty.

(4) Government Vessel Endorsements. Sea duty endorsements are required whenever TAD or any portion of TAD is performed aboard ship.

c. Receipts. Receipts are required for allowable cash expenditures more than \$25.00. This includes, but is not limited to, special conveyance (taxi, bus or rail) and other miscellaneous single item expenses in excess of \$25.00. Lodging receipts are required regardless of amount. Mastercard/Visa receipts are not considered adequate for reimbursement. All receipts, at a minimum, will identify an itemized account of rendered services.

(1) Lodging Receipts. Receipts are required for all lodging expenses. The receipt must include - name of hotel, address of hotel, phone number, number of people in the room, dates of lodging, cost of the room plus tax, and total amount charged for lodging. If the traveler rents an apartment while TAD the traveler must submit a lease or rental agreement, receipts for utilities, receipts for basic phone service, receipts for rental furniture, and any other receipt connected with the lodging expense.

(2) Commercial Transportation Receipts. The traveler should submit receipts for commercial transportation costing more than \$25.00.

(3) Rental Car Receipts. The traveler should submit receipts for all rental cars. The receipt is the final bill from the rental car agency.

(4) Conference Fees. Receipts for all conference fees are required no matter the cost and must be itemized if meals and/or lodging costs are included in the conference fee.

(5) Taxi Worksheet. The traveler will fill out a taxi worksheet when the traveler uses taxi in and around the TAD site. The sheet will show where the taxi was used from and to and for what purpose. A taxi worksheet may be obtained from the appropriate Fund Administrator.

d. Lost Receipts. When the traveler loses receipts he or she is required to request a duplicate statement from the vendor concerned. In no case will the travel claim be held up more than 15 days due to lost receipts. If a duplicate receipt cannot be obtained, the traveler may prepare a signed and dated statement providing all information required on the receipt. Statements for lost lodging receipts must include the complete name, address, and telephone number of the place of lodging, date of occupancy and number of occupants.

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e. DD Forms 1351-2 and 1351-2C. DD Forms 1351-2 and 1351-2C are the travel voucher/subvoucher and continuation sheet. The traveler must complete the voucher within 3 days after returning from TAD. Using Appendix A as a guide, the instructions for completing a travel voucher are as follows:

<u>BLOCK</u>	<u>INSTRUCTIONS</u>
1 - 5	As indicated
6	Show TON number which is sited on the basic order.
7	Show advance payments for travel and per diem only. Enter amount of advance, Disbursing Office voucher number, date paid, and Disbursing Office symbol number. A stamp on the original orders provides this information. If the member did not receive an advance, enter "none" in this block. DO NOT LEAVE THIS BLOCK BLANK.
8	Show dates with numbers. Example - March 1st is 3/01.
9	Use 24 hour clock (military time). Use <u>local</u> time in all cases.
10	Start itinerary where travel was started (home or PDS). If started travel from home, show city or housing area. Show all places awaiting transportation, changing modes of travel, TAD points, leave, and then return to quarters or permanent duty station (wherever travel status terminated).
11	Use 2 letter code for modes of travel located on the reverse side of the DD form 1351-2.
12	Enter amount paid for government and/or commercial lodging (block #2 of the DD form 1351-2). A receipt is required for all lodging costs to include name of hotel, rate per day, tax, number of occupants in the room, and total amount paid. If the traveler stayed with friends or relatives, no cost for lodging will be allowed.
14	Show the appropriate number of meals used - government meals and open mess meals. If no government or open mess meals were available or used show "0" (block #3 of the DD Form 1351-2).
15	Show number of miles POV was used.
16	Show RUC number in the lower part of the "Paid By" block.
17	All reimbursable expenses claimed (cab fare, bus fare, rental car, tips to porters at airports ect.), in this block. Also show foreign currency exchange rate in this block for receipts or expenses shown in foreign currency.

ENCLOSURE (5)

- 18 The approving officer must sign this block for reimbursement of official telephone calls.
- 19 Show MAC or GTR numbers and points of travel.
- 20 If the traveler uses a private auto (PA), mark the appropriate block.
- 21 Member must sign and date the claim.

5. DISCREPANCY NOTICES (DN). Numerous travel vouchers are returned from CTO with Discrepancy Notices (DN). Travel vouchers most commonly returned from CTO would be correct if the travelers would do the following things:

a. When government quarters and messing are directed, the traveler must obtain availability endorsements stamped on the original orders.

b. Foreign receipts must be translated into English. Daily amount, total amount, and date should be shown on the receipt. If the traveler shares a room with another traveler, the traveler must state that he/she paid half the cost. Copies of receipts and altered receipts will not be accepted.

c. Times and dates shown on the voucher must coincide with times and dates on the orders, endorsements, or receipts.

d. Exchange rates must be stated on the claim.

e. Travelers must obtain the proper endorsement on their orders for field duty. The endorsement, from the TAD site, should indicate the date and time the traveler went into and out of a field duty status.

f. When POV is authorized in and around the TAD site, a record must be made of daily round trips between place of lodging and business, and a record must be made of daily round trips between place of business and the place where meals are procured. These records must be submitted with the claim. Dates and mileage must be submitted with claim as well.

g. Official long distance calls must be shown on the voucher as authorized by an approving official.

h. When the traveler receives a per diem advance on travel orders, he or she must indicate on the travel voucher in Block 26, "Remarks", "I do/or do not consent to an automatic pay account checkage/salary/ offset for any excess travel advance paid."

ENCLOSURE (5)

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COST CENTER RESPONSIBILITIES

1. Accounting. The cost center is responsible for preparing TAD orders and accounting for funds as per reference (d). This includes the following:

a. Assigning the travel order number (TON) and maintaining a TON log as required by reference (d).

b. Ensuring that all TAD orders are obligated against the correct job order number (JON).

c. Review travel request for appropriate per diem, travel and miscellaneous cost estimates.

d. Maintaining TAD obligations on memorandum files as required by reference (d).

e. Submitting TAD obligations on fiscal document transmittals (FDT) along with copies of TAD orders and government transportation requests issued.

f. Instituting internal controls to ensure that travelers properly and promptly fulfill their responsibilities. This will include implementing routine quality assurance procedures at the cost center level to check and ensure the following:

(1) Travel orders are properly and promptly prepared.

(2) Travel claim submissions include all required receipts and documentation and are submitted within three working days.

(3) Expenses claimed are reasonable and actual.

(4) Any travel advance taken is reported on the DD Form 1351-2. If a travel advance was not taken, it is important that the traveler state "none" in block 7 of the DD Form 1351-2 (See Appendix A to Enclosure (5)). Failure of the cost center to ensure that the issue or non-issue of travel advance is reported could result in an overpayment from TAD settlements.

(5) Travel claims suspected of being fraudulent are reported for investigation.

g. Validating the outstanding travel advance (OTA) listing which is produced weekly by the Consolidated Financial Accounting Office (CFAO). The reports are for internal reviews/validations with the report received during the first week of the new quarter forwarded to the III MEF Comptroller's Office. The cost center must validate this report quarterly and take action as indicated:

ENCLOSURE (6)

(1) TAD claims that have been filed must show the date the travel claim was filed or, if available, the disbursing office voucher (DOV) number and disbursing office symbol (DOS). Annotate the code AA with DN number if available.

(2) TAD advances for which the cost center has no record require determination whether the traveler is assigned to the unit and if the advance is valid. The cost center must refer to memorandum records and the TON log for a record of previous obligations against the document number of the travel advance in question. If no such record exists, the cost center should record the words "NO RECORD" in the remarks column of the listing. The Comptroller and CFAO will then research these document numbers with records maintained at the CFAO and, with help from the cost center, will determine the validity of the travel advance. There is a possibility that such travel advances could be legitimate but appear without any previous record only because the initial obligation was never recorded in memorandum records. TAD advances for which the cost center never issued original orders indicate a possible case of fraud and require investigation. Additionally, for TAD orders which were issued, but subsequently modified to be cancelled, cite code AB with travelers settlement of advance submitted with OTA.

(3) The cost center is required to take the following action for all valid TAD advances for which no TAD claim has been submitted:

(a) Notify the Traveler. Whenever a traveler has not submitted a travel claim within three working days, it is the responsibility of the cost center to notify the traveler of this discrepancy. Copies of notification letters should be retained on file with the TAD orders. Additionally, the OTA report should reflect the code "AC" along with the date of the notification letter.

(b) Checkage of the Traveler's Pay. Whenever a TAD claim has not been submitted, the current edition of MCO 5050.12 and the JFTR require a request be prepared to have the traveler's pay checked for the amount advanced within 15 days (for travelers assigned locally to the command). The cod "AD" preceding the date of the letter requesting pay checkage should be retained on file and another copy should be submitted along with the listing as supporting documentation. Only extenuating circumstances, such as hospitalization or extended TAD, may preclude checkage of the traveler's pay. If the TAD claim due date is extended, a letter of extension and the new due date of submission for the subject claim with the words "EXTENSION" preceding the new date should be recorded in the remarks column of the listing. A copy of the letter granting the extension must be retained on file and an additional copy must be submitted with the listing as supporting documentation.

(c) Travelers Who Are on Active Duty But Have Been Transferred to Another Command. All correspondence regarding the settlement of travel claims should be addressed to the traveler via

his/her new command. The cost center is also responsible for the followup and reporting of such correspondence. Annotate the code "AC" on the OTA listing.

(d) Travelers Who Have Retired or Been Transferred to the Inactive Reserve. A letter must be submitted to the Comptroller requesting that the travel advance be removed from the OTA listing as required by paragraph 032106.c(8) of NAVCOMPTMAN, Volume 3. The following information must be included in the letter:

1. The individual's name and SSN.
2. The amount of the travel advance and the DOV number.
3. The fiscal year in which the obligation was incurred.
4. A summary of the previous action taken to obtain a travel claim from the traveler.
5. The last known address of the traveler. The OTA listing should include the code "AE" and the date of the letter requesting removal of the subject obligation from the listing. The CFAO will then take action to process this document number as an uncollectable expense and remove it from subsequent OTA listings.

2. Travel Claims. Cost centers are responsible for reviewing travel claims to ensure that travel claims are properly prepared, all required supporting documentation is included and that only legitimate expenses are claimed. Travelers are required to file travel claims within three working days upon returning from TAD. The cost center must record in the TON log the date that travel claims are submitted so that outstanding travel claims can be quickly identified.

3. Budget/Financial Management. Cost centers are responsible for establishing and monitoring financial goals and plans for their TAD funds. Costs centers are also responsible for mid-year review, budget, and as applicable, additional funds requests. Each request should include justification, a statement of impact if not funded, and as applicable, a trip prioritization summary (for midyear review and budget submission only).

ENCLOSURE (6)